

CITY OF SAN DIEGO FIRE AND LIFE SAFETY SERVICES

Fire & Hazard Prevention Services FCIP Self-Inspection Checklist

Business Name: _____ Phone: _____

Address: _____ Bldg/Suite #: _____

Instructions: This checklist is to be completed by the business owner or representative and we recommend that you retain it for your records. It should be used as a tool to evaluate the fire safety in the occupancy. If you find discrepancies, they should be corrected in a timely manner. This will help to ensure that your work environment is a safe place for employees and the public. If you have any questions regarding the completion of this form or fire safety issues, please call Leona Depaepe, Fire and Hazard Prevention Services at (519) 533-4420.

1. ACCESS

- _____ a. **building address** - must be plainly visible from the street
- _____ b. **fire lane** - maintain signs or red striping with white lettering, "NO PARKING FIRE LANE"; no parking or obstructions allowed in fire lane at any time

2. EXITS

- _____ a. **blocked exitways** - exits, aisles, corridors and stairways must be unobstructed
- _____ b. **doors** - must be openable from the inside by a single unlocking/unlatching action
- _____ c. **exit illumination** - exit signs and exit pathways must remain illuminated while building is occupied

3. FIRE EXTINGUISHERS, FIRE PROTECTION SYSTEMS AND EQUIPMENT

- _____ a. **access** - must be maintained to equipment/hydrants
- _____ b. **sprinklers** - must be serviced and certified every five years; maintenance must be performed quarterly
- _____ c. **extinguishers** - serviced yearly and after each use; mounted 3' to 5' above the floor; post signs identifying locations of extinguishers when not readily visible
- _____ d. **alarms** - waterflow (sprinkler system) alarm must be tested quarterly and other fire alarms routinely

4. ELECTRICAL

- _____ a. flexible wiring - may not be used as a substitute for permanent wiring, nor may it pass through walls, ceilings, or floors; permanent wiring should be installed under permit
- _____ b. **multi-plug power strips** - are acceptable when listed, have a built-in circuit breaker, and are not rated for more than 15 amps
- _____ c. **circuit panel clearance** - maintain access (30" clearance)
- _____ d. **labeling** - "ELECTRICAL ROOM" door and all circuits must be identified

5. FIRE-RESISTIVE CONSTRUCTION

- _____ a. **fire assemblies** - doors (including automatic roll-down types), windows, and shaft openings which are required to be self-closing or automatic-closing must be maintained in working order
- _____ b. **fire-resistive construction** - any such construction which has been damaged must be restored to its original condition

6. GENERAL FIRE SAFETY

- _____ a. **combustible storage** - maintain 24" clearance below ceiling; not allowed in exits, exit enclosures, boiler, mechanical or main electrical rooms or underneath buildings
- _____ b. **maintain clearance around heat-producing equipment**
- _____ c. **dumpster clearance** - provide 5' clearance from combustible wall/roof of nearest structure
- _____ d. **gas meters, regulators, piping** - protect from vehicles

Person Completing Self-Inspection Form: _____

Date Self-Inspection Completed: _____